

## Event Plan Template

Campaign goal/strategy context:

Event:

- Goal
  
- Vision

Budget:

- Space
- Speakers (travel, lodging, fee)
- Refreshments
- Materials
- Promotion
- Permits
- Security
- Equipment
- **TOTAL**

Planning/Prep Roles:

Possible dates:

Possible venues:

Speakers to invite:

Possible sources of funds and methods for applying:

Promotional methods and materials:

Logistics/materials for the event:

Recruitment:

- Goal:
- Invites necessary to reach goal:
- Sources for invites

- How to reach them

Press materials and press list:

Volunteers needed for day-of:

